Seneca County Board of Health Special Meeting Minutes

The Seneca County Board of Health met on Thursday, January 29, 2026 at the Seneca County General Health District, Basement Conference Room A, 92 E Perry Street, Tiffin, Oh 44883. With a quorum present, President Dr. Clay Wolph called the meeting to order at 5:00 pm.

Dr. Clay Wolph started the meeting by reading the Mission Statement in the Seneca County Board of Health bylaws:

The Seneca County General Health District, in collaboration with its citizens, promotes wellness, prevents disease, protects the environment, and assures access to quality health care.

Board Members Roll Call:

Dr. Nathaniel Beres –Yes Arrived at 5:10	Mr. Dwight Clary – Absent	Dr. Andrew Gase -Yes
Mrs. Deborah Hay –Yes	Mr. Nathanael Heiser - Absent	Mr. Scott Lyons – Yes
Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes	Dr. Clay Wolph – Yes

Others Present:

Julie Richards, MA, LSW, LPCC/S, Health Commissioner
Anita Gaietto, BBA, Fiscal Director
Ryan Sendelbach, REHS Environmental Director
Andrea Barrell, RN, BSN, Nursing Director
Ajith Singh Bhagavath Singh, Landfill Oversight and Compliance Director
Caitlin Dennison, MPH, Epidemiologist
Erika Handru, Communication Specialist
Lisa England, Registrar
Jordan Pruitt, BS, Landfill Inspector

Pledge of Allegiance

The Board recited the Pledge of Allegiance.

Discussion for Retaining Legal Counsel

Dr. Gase made a motion to retain Jack VanKley of Van Kley Law, LLC as special counsel in all matters concerning WIN Waste Innovations of Seneca County , LLC's request for a hearing on application for its 2026 Annual Operating License Renewal at the hourly rate of $275 an hour and not to exceed $20,000.00 for calendar year 2026. Mrs. Hay seconded the motion. The motion carried upon roll call vote:

Dr. Andrew Gase -Yes	Mrs. Deborah Hay –Yes	Mr. Scott Lyons – Yes
Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes	Dr. Clay Wolph – Yes

Executive Session

Mrs. Hay made a motion to enter into executive session at 5:03 pm to discuss pending court action with legal counsel, according to Section 121.22 G3 of the Ohio Revised Code. Mr. Podach seconded the motion. The motion carried upon roll call vote:

Dr. Andrew Gase -Yes	Mrs. Deborah Hay –Yes	Mr. Scott Lyons – Yes
Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes	Dr. Clay Wolph – Yes

The board requested that Health Commissioner Julie Richards and Communications Specialist Erika Handru to attend the executive session.

Dr. Beres arrived at 5:10 pm.

Dr. Wolph announced the return from the executive session at 5:56. Dr. Wolph stated no action was taken.

Approval of Minutes
Mr. Lyons made a motion to approve the minutes from the December 12, 2025, Board of Health Meeting. Dr. Beres seconded the motion. The motion carried unanimously.

Public Records Request
Communications Specialist Erika Handru reported that the Health District has received two public records requests since the last meeting. She stated that all requests are completed.

Record Retention Schedule
Communications Specialist Erika Handru distributed the updated record retention schedule to the Board. She gave an overview of the updates made to the schedule.

Mr. Podach made a motion to approve the record retention schedule as submitted. Mr. Lyons seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Dr. Andrew Gase -Yes	Mrs. Deborah Hay –Yes
Mr. Scott Lyons – Yes	Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes
Dr. Clay Wolph – Yes		

Review Expenditures/Approve Payment of Bills
Dr. Gase made a motion to pay the December 2025 bills as presented. Mrs. Hay seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Dr. Andrew Gase -Yes	Mrs. Deborah Hay –Yes
Mr. Scott Lyons – Yes	Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes
Dr. Clay Wolph – Yes		

Out-of-County Travel
Mr. Podach made a motion to approve the out-of-county travel as presented to the Board in the board packet. Mr. Lyons seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Dr. Andrew Gase -Yes	Mrs. Deborah Hay –Yes
Mr. Scott Lyons – Yes	Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes
Dr. Clay Wolph – Yes		

Appropriation Transfers
Dr. Gase made a motion to approve the following appropriation transfers:

- Fund 7062 Water Systems-leases to supplies-$80.00-12/03/2025

- Fund 7067 Food Service-equipment to supplies-$188.00-12/03/25
- Fund 7164 HSTS-contract service to supplies-$63.00-12/03/25
- Fund 7033 Swimming Pools-advertising to salaries-$60.00-$12/03/25
- Fund 7060 General Fund-equipment to hospitalization-$500.00-12/03/25
- Fund 7069 OSS Solid Waste-contract service to Medicare-$10.00-12/03/25
- Fund 7082 WIC-supplies to salaries-$9,850.00-12/03/25
- Fund 7096 Integrated Naloxone-software license/service to salaries-$2,000.00-12/03/25
- Fund 7096 Integrated Naloxone-OPERS to salaries-$2,000.00-12/03/25
- Fund 7143 PH Workforce-supplies to salaries-$601.00-12/03/25
- Fund 7143 PH Workforce-contract service to salaries-$388.00-12/03/25
- Fund 7143 PH Workforce-software license/service to salaries-$67.00-12/03/25
- Fund 7143 PH Workforce-travel to salaries-$232.00-12/03/25
- Fund 7143 PH Workforce-other expenses to salaries-$150.00-12/03/25
- Fund 7143 PH Workforce-hospitalization to salaries-$1,182.00-12/03/25
- Fund 7143 PH Workforce-OPERS to salaries-$270.00-12/03/25
- Fund 7082 WIC-HSA to salaries-$35.57-12/16/25
- Fund 7143 PH Workforce-software license/service to OPERS-$19.89-12/16/25
- Fund 7143 PH Workforce-travel to OPERS-$158.45-12/16/25
- Fund 7143 PH Workforce-workman's compensation to OPERS-$122.17-12/16/25
- Fund 7143 PH Workforce-workman's compensation to salaries-$199.45-12/16/25
- Fund 7143 PH Workforce-HSA to OPERS-$131.25-12/16/25
- Fund 7082 WIC contract service to transfer out-$784.79-12/29/25
- Fund 7082 WIC supplies to transfer out-$5,300.00-12/29/25
- Fund 7082 WIC workman's compensation to transfer out-$2,114.00-12/29/25
- Fund 7082 WIC hospitalization to transfer out-$4,106.00-12/29/25
- Fund 7142 PHEP contract service to transfer out-$2,887.16-12/29/25

Mr. Lyons seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Dr. Andrew Gase -Yes	Mrs. Deborah Hay –Yes
Mr. Scott Lyons – Yes	Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes
Dr. Clay Wolph – Yes		

Contracts

Dr. Gase made a motion to approve the following contracts:

1. Great Lakes Community Action Partnership, for Fostoria building lease, 01/01/2026 - 12/31/2026, not to exceed $22,523.28 (payer).
2. Fostoria City School District, for nursing and health services, 01/05/2026 - 02/27/2026, not to exceed $13,200.00 (payee).
3. Liamer Media, L.L.C., for website hosting and update support, 04/01/2026 - 03/31/2027, not to exceed $2,500.00 (payer).
4. Moxley Public Health, L.L.C., for Community Health Improvement Plan consultant services, 01/01/2026 - 08/01/2026, not to exceed $20,000.00 (payer).
5. Seneca County Commissioners, for Tiffin building lease, 01/01/2026 - 12/31/2028, not to exceed $127,186.50 (payer).
6. Ohio Department of Health, for the Outbreak Response Immunization Initiative, effective upon signatures - 09/30/2030 no money.
7. PERRY proTECH, Inc., for copier lease, 01/28/2026 - 01/27/2031, not to exceed $34,410.00 (payer).

8. Ohio Department of Health, for access and use of Ohio Cancer Incidence Surveillance System Data (Cat Dennison), 01/01/2026 - 12/31/2026, no money.
9. Ohio Department of Health, for use of the mobile clinic owned by the Ohio Department of Health, 02/09/26 – 06/30/26, no money.

Mrs. Hay seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Dr. Andrew Gase -abstain	Mrs. Deborah Hay –Yes
Mr. Scott Lyons – Yes	Mr. Robert Podach – Yes	Dr. Heleana Theixos – abstain
Dr. Clay Wolph – Yes		

WIC Division Report
Health Commissioner Julie Richards announced that Terri Reinhart will be retiring after 30 years of service to the Health District. Commissioner Richards also noted that the WIC Farmers Market Program will return this year; however, final funding amounts have not yet been determined.

Nursing Division Report
Nursing Director Andrea Barell discussed the record retention for youth records. The nursing staff is also working with Fostoria City Schools providing a full-time nurse while the school nurse is on leave. She also shared that the Nursing staff did a community engagement event with Autumnwood Care Center. Nursing has also had RN Students doing clinicals at the Health Department.

Dr. Gase discussed with Mrs. Barell about new change in vaccine requirements and information given to parents.

Environmental Health Division
Mr. Sendelbach reviewed his report, highlighting that food renewals were distributed at the end of January. He also expressed concerns regarding funding for the nuisance program. Additionally, he noted that the department has applied for the mosquito grant through the Ohio EPA.

Epidemiologist /Emergency Planner Report
Epidemiologist Caitlin Dennison reported that in December, there were 52 reports of class B reportable conditions, 15 of the 42 were determined to be probable/confirmed cases were COVID-19 hospitalizations, 14 were influenza associated hospitalizations and three were RSV associated hospitalizations. She has also started two outbreak investigations.

Landfill Division Report
Director of Environmental Science and Landfill Compliance, Ajith Singh Bhagavath Singh, reported that the Landfill Division maintained a consistent on-site presence, conducting five visits during the month. He also said that WIN Waste Innovations continues the solid waste layer in the new cell.

Health Commissioner
Health Commissioner Julie Richards reviewed the previous month's activities and report. She highlighted that she had attended many meetings and became CPR certified. She also presented the employee of the month was Corinna Feasel. She also discussed the upcoming mobile Health Clinic that will be in Fostoria on February 9th at the Fostoria Learning Center 342 Perry St Fostoria.

Dr. Gase had a question concerning the contract with the Ohio Department of Health , for the Outbreak Response Immunization Initiative. Mrs. Richards said she will look into his concerns.

Dr. Gase made a motion to accept the board reports. Mr. Lyons seconded the motion. The motion

carried unanimously.

Executive Session
Mrs. Hay made a motion to enter into executive session at 6:39 pm to consider appointment, employment and compensation of a Public Employee, according to (G)(1) of section 121.22 of the Ohio Revised Code. Dr. Gase seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Dr. Andrew Gase -Yes	Mrs. Deborah Hay –Yes
Mr. Scott Lyons – Yes	Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes
Dr. Clay Wolph – Yes		

The board requested that Health Commissioner Julie Richards and Nursing Director Andrea Barrell to attend the executive session.

Dr. Wolph announced the return from the executive session at 6:46. Dr. Wolph stated no action was taken.

Employee Related Actions
Mr. Lyons made a motion to approve the following employee related actions:

1. Accept the resignation for purposes of retirement for Terri Reinhart full time WIC Clerk effective 01/31/2026.
2. Resolution 2026.01 approving payment for retirement reception event*

Mr. Podach seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Dr. Andrew Gase -Yes	Mrs. Deborah Hay –Yes
Mr. Scott Lyons – Yes	Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes
Dr. Clay Wolph – Yes		

Resolution 2026.02
Dr. Gase made a motion to approve resolution 2026.02 hiring of Dr. James Richard MD as Medical Director effective February 1, 2026. Mr. Lyons seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Dr. Andrew Gase -Yes	Mrs. Deborah Hay –Yes
Mr. Scott Lyons – Yes	Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes
Dr. Clay Wolph – Yes		

Public Concerns/Request- none

Mr. Lyons made a motion to adjourn the meeting at 6:49 p.m.

The next Board of Health meeting is scheduled for February 26, 2026, at 5:00 pm. at the Seneca County General Health District, Basement Conference Room A, 92 E Perry Street, Tiffin, Oh 44883.

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Board of Health President Board of Health Secretary